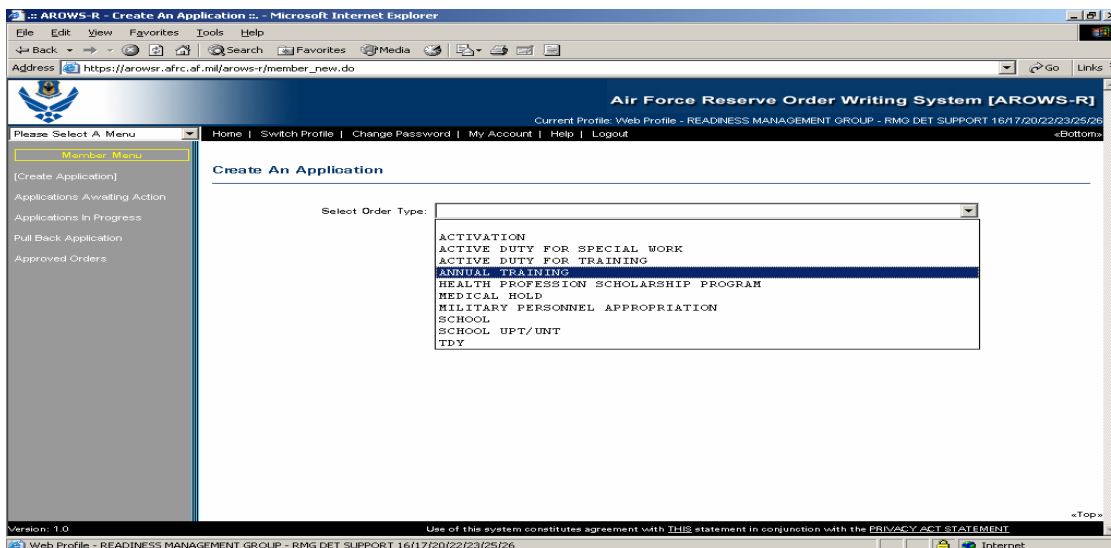




## **AROWS-R Annual Training Guide**

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### 3.3 Annual Training (AT)

AFMAN 36-8001 AFMAN 36-8001 IMA's are normally authorized 12 days per fiscal year unless under special circumstances the IMA requires 14 full days in order to gain the maximum benefit from the training (Table 1.1, Rule 6) or their UMD position authorizes 14 AT per fiscal year. Please provide justification under Step 6 (Justifications). Split-tours for AT (Para 5.11) may be authorized by the supervisor in order that the mission can be more efficiently supported; for any combination of two separate tours equaling 12. Provide mission justification under the General Justifications field in "Justifications."

#### 3.3.1 To Create an Annual Tour Order

Select **Create Application** from the menu on the left hand side of the screen.

Bring the drop down menu by clicking on the downward arrow and select:

#### NOTES:

1. Do not select Active Duty for Training (ADT)...this is not annual tour.
2. Once you select your tour type and create the application it is set. If you selected the wrong tour type you will have to delete the application and start over. The orders specialist does not have the ability to correct the type of tour after it is entered by the member.

AROWS-R - Personnel Info :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail News RSS Feeds

Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links >>

**Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

Please Select A Menu Home | Switch Profile | Change Password | My Account | Help | Logout <Bottom

### Personnel Info

Tracking: <input type="text"/>	Name: <input type="text"/>	Start Date: 0000/00/00
Order Type: AT	SSN: <input type="text"/>	Report Date: 0000/00/00 00:00
Status: INITIAL	Grade: <input type="text"/>	End Date: 0000/00/00
Total Days: 0		

Step 1 of 7: Personnel and Contact Information Section: 1. Personnel Info

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

**Contact Information**

Contact Email:

Contact Phone:

**Home Address and Delivery Address Information**  
*If you live at an apartment, the apartment number must be in the Street Address.*

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

start | Inbox - Micr... | Microsoft Ou... | AROWS-... | Removable ... | IMAUsersGui... | 10:30 AM

### 3.3.2 Step 1 (Personal and Contact Information):

Verify data in Home Address on File and answer the questions on the page. If the address listed is different than that listed in MilPDS, in addition to providing a different address, you will need to update your vMPF record to reflect the appropriate change. If the answer to the official contingency question is "Yes", then you cannot provide a new departure address and phone number. vMPF will need to be updated prior to AROWS-R request.

AROWS-R - Duty Purpose :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links

Please Select A Menu Home Switch Profile Change Password My Account Help Logout

### Duty Purpose

Tracking #:  Start Date: 0000/00/00  
 Order Type:  Report Date: 0000/00/00 00:00  
 Status: INITIAL Grade: E6 End Date: 0000/00/00  
 Total Days: 0

Step 2 of 7: Duty Purpose Information Section: 2. Duty Purpose

**Help** is available by clicking on the field labels.  
 Fields marked with a red asterisk (\*) are required.

**Conversion Information**  
 Conversion Status

**Point of Contact Information**  
 Point of Contact   
 Phone   
 Email

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC Internet

start Inbox - Mic... Microsoft Ou... AROWS-... Removable ... IMAUsersGui... 10:33 AM

### 3.3.3 Step 2 (Duty Purpose Information (Conversion Information)):

Complete page as required. AROWS-R will not let you select next or go to the next step without completing these items.

- If performing IDTs in conjunction with tour or converting to another duty status, must complete "Conversion Status" block
- Select one of five options
  - Individual will convert status in conjunction with this tour.
  - Individual will convert from one duty status to another while in place.
  - Member will perform IDT before this tour (Away from Home Station).
  - Member will perform IDT after this tour (Away from Home Station).
  - Member will perform IDT at home station, resides outside commuting area and requires lodging.
- Complete "Conversion to IDT Date(s)" by either inputting date or dates manually or clicking on Pop-Up calendar located to the right of the block
- Complete "Conversion Travel Date(s)" by either inputting date or dates manually or clicking on Pop-Up calendar located to the right of the block

AROWS-R - Duty Purpose :: - Microsoft Internet Explorer provided by Provided by Whiteman AFB

Address: https://arowsr.afrc.af.mil/arows-r/member\_edit\_request.do

### Duty Purpose

Tracking #		Start Date: 0000/00/00
Order Type		Report Date: 0000/00/00 00:00
Status		End Date: 0000/00/00
		Total Days: 0

Step 2 of 7: Duty Purpose Information      Section: 2. Duty Purpose

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

**Conversion Information**

Conversion Status: Member will perform IDT at home station, resides outside commuting area, and requires lodging

\* Conversion to IDT Date(s): 2006/09/29, 2006/09/30  
(Multiple dates can be entered)

\* Conversion Travel Date(s): 2006/09/30  
(Multiple dates can be entered)

**Point of Contact Information**

Point of Contact:

Phone:

Email:

\* Duty Phone(PDS):

\* Reserve Pay Office(RPO):

**IMA's Supervisor Information**

IMA's Supervisor Email Address:

Is this request for Points Only(No Pay)? ☐ Yes ☒ No

**PCS/HHG Information**

\* Is House Hold Goods (HHG) applicable on this order? ☐ Yes ☒ No

Estimated total cost for House Hold Goods: 0.00

\* Is this a Permanent Change of Station (PCS) order? ☐ Yes ☒ No

Previous    Next    Save    Save & Close    Save & Route    Cancel Changes

Version: 1.0      Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC    Internet

Start    Inbox - Microso...    AROWS-R - ...    screen - Microso...    2:56 PM

### 3.3.3.1 IDTs in Conjunction with AT:

This is an example of Conversion Information screen after data has been input. In this example the member is performing IDTs at their home station but resides outside the commuting area (as defined by the installation commander) and requires lodging.

AROWS-R - Duty Purpose :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links

(multiple dates can be entered)

**Point of Contact Information**

Point of Contact

Phone

Email

\* Duty Phone(PDS)

\* Reserve Pay Office(RPO)

**IMA's Supervisor Information**

IMA's Supervisor Email Address

Is this request for Points Only(No Pay)? ☐ Yes ☒ No

**PCS/HHG Information**

\* Is House Hold Goods (HHG) applicable on this order? ☐ Yes ☒ No

Estimated total cost for House Hold Goods

\* Is this a Permanent Change of Station (PCS) order? ☐ Yes ☒ No

Previous Next Save Save & Close Save & Route Cancel Changes

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

start Inbox - Microsoft ... 2 Internet Explorer Removable Disk (F:) IMAUsersGuide2 - ... 10:54 AM

### 3.3.3.2 Step 2 (Duty Purpose Information POC and Supervisor Data)

- Complete Point of Contact Information blocks with your active duty supervisor's information
- Duty Phone (PDS) block is DSN number for active duty supervisor
- Complete Reserve Pay Office block by accessing drop down menu and selecting your reserve pay office
- Answer remaining two questions – Household Goods and PCS Order questions normally should be "No"
- Select the "SAVE" button
- After saving, select "NEXT" button

AROWS-R - Duty Locations :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links

Total Days: 0

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

**Location Information**

☐ VOCO Order

\* Travel Start Date 2006/02/02

\* Initial Report Date/Time 2006/02/02 07:30

\* End Date for this Location 2006/02/02

Duty Location | [Lookup](#) [Get Address](#) [Get Home Station](#)

\* Unit Name, FAS, Motel/Hotel Etc.

\* Address Line 1 | [Lookup](#)

Address Line 2

\* Country United States

\* City

\* State/Province

Zip Code

**HOME: BELTON, MO**

Depart on 0000/00/00

**1. UNITED STATES** [Edit](#)

[Travel by](#) None [Edit](#)

Start Date 0000/00/00

Duty Thru 0000/00/00

[Per Diem](#) Not Authorized [Edit](#)

**HOME: BELTON, MO**

[Travel by](#) None [Edit](#)

Arrive on 0000/00/00

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

start Inbox - Microsoft ... 2 Internet Explorer Removable Disk (F:) IMAUsersGuide2 - ... 11:03 AM

### 3.3.4 Step 3 (Duty Locations and Travel):

Complete page Duty Location as follows.

- If order is a VOCO, check "VOCO Order". VOCO means start dates has already passed. If order is VOCO, you must provide justification in a later step.
- Complete Travel Start Date block – either by typing date (YYYY/MM/DD format) or using pop-up calendar located to the right of the block. If outside duty location's commuting area, then Travel Start Date is day prior to Initial Report Date.
- Complete Initial Report Date – either by typing date (YYYY/MM/DD format) or using pop-up calendar located to the right of the block.
- Complete End Date for this Location – either by typing date (YYYY/MM/DD format) or using calendar located to the right of the block.
- Complete Duty Location – If reporting to unit of assignment, then click on "Get Home Station" and fields will automatically populate. If reporting to a location other than unit of assignment and you know the unit's PASCODE, click on "Lookup" and select the PASCODE you are going to. If you do not know the PASCODE, you must enter all the data manually.



AROWS-R - Duty Locations :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links

**PERSTEMPO Information** | [Select](#)

\* Counted towards Burdensome High Deployment Pay? None Selected

\* PERSTEMPO Location Code None Selected

\* PERSTEMPO Purpose None Selected

Code Definition None Selected

Duty Status None Selected

Pay Code Definition None Selected

\* Is this the Primary Perstempo Code? ☒ Yes ☐ No

**Per Diem & Travel Information**

\* Is this within the corporate city limits of Member's residence? ☐ Yes ☒ No

\* Is this within commuting distance from Member's residence? ☐ Yes ☒ No

\* Does Member wish to commute vice staying in billeting? ☐ Yes ☒ No

Field Condition Dates (if applicable)  to

At this point, you can

[Fill out Travel to this Location](#)

[Fill out Per Diem at this Location](#)

[Add Another Location](#)

[Delete this Location](#)

[Fill out Travel for the last leg](#)

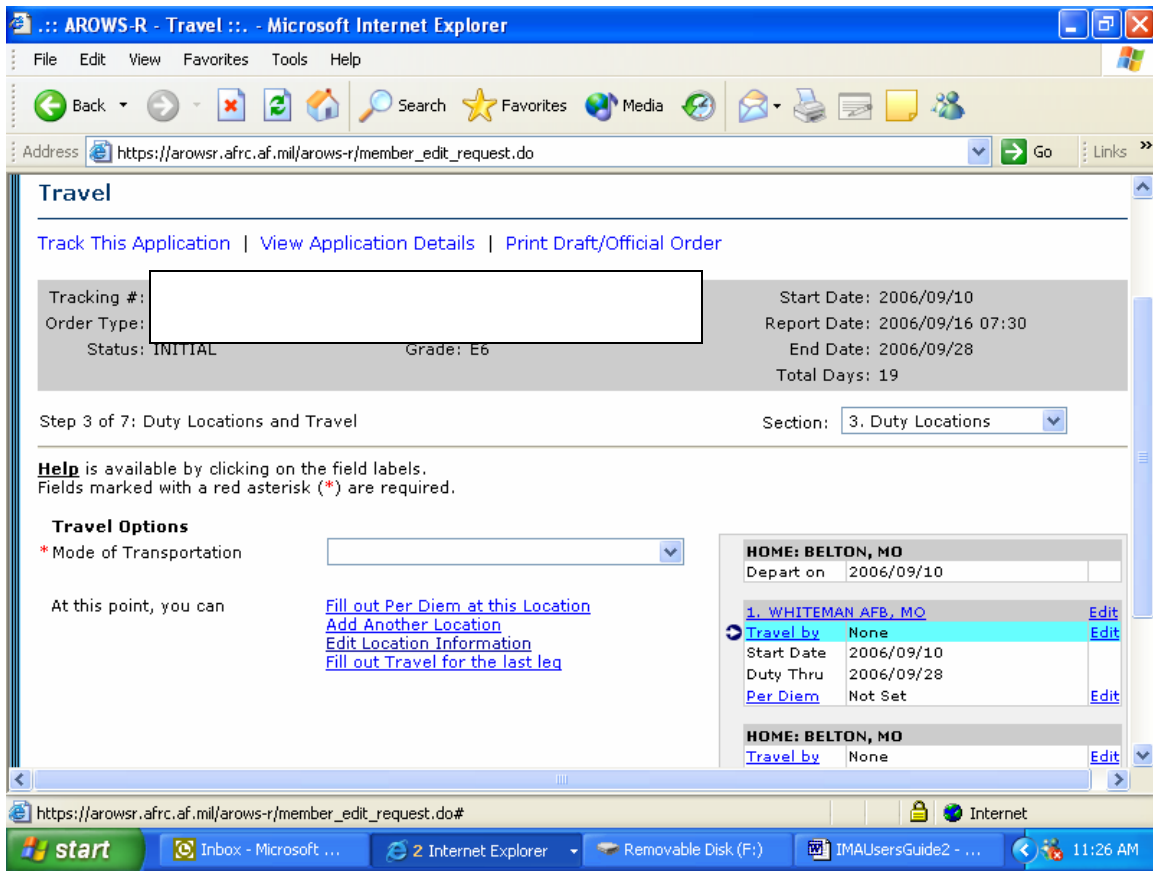
Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

start | Inbox - Microsoft ... | 2 Internet Explorer | Removable Disk (F:) | IMAUsersGuide2 - ... | 11:13 AM

### 3.3.4.1 Step 3 (Duty Locations and Travel Continued)

Answer PERSTEMPO and Per Diem & Travel Information Questions

- The questions under PERSTEMPO Information are not required to be answered by the IMA.
- Answer "Yes" or "No" to "within corporate limits question." Corporate limits usually means you live on the base you are assigned to.
- Answer "Yes" or "No" to "within commuting distance question." Each base has an established commuting area, normally 50 mile radius. This means you live within that commuting area. Billeting is authorized if outside commuting area. If uncertain, contact RPO or your active duty base finance office
- Answer "Yes" or "No" to "commute vice staying in billeting question." If answer is "Yes" then you are electing to return to your residence each night and not stay in lodging.
- Field Conditions blocks are normally left blank.
- Select "Fill out Travel to this Location"



### 3.3.4.2 Step 3 (Duty Locations and Travel Continued (Travel Options))

#### Complete Travel Options

- Select mode of travel to duty location by clicking on drop down menu.
- The most commonly used modes are: "Commercial Airline", "Private Automobile – Adv to Govt", and "Personal Automobile – Not Adv to Govt".
- If traveling by POV and it is more cost effective to drive to duty location, select "Private Automobile – Adv to Govt". You will need to provide justification for this mode of travel.
- If traveling by POV and it is not more cost effective to drive to duty location, then select "Private Automobile – Not Adv to Govt". You will only be paid the amount authorized for an airline ticket.
- If traveling by commercial airline, you will be prompted for departure and arrival airports.
- If you are not commuting to duty location, select "Fill out Per Diem to this Location" after you have completed Mode of Transportation

AROWS-R - Travel :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links

Total Days: 13

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

**Travel Options**

\* Mode of Transportation: Personal Automobile - Adv to Govt

**Personal Vehicles**

Miles / Cost: 74 / \$32.93

Travel Justification: Residence is outside commuting area but 74 miles from duty location. Not cost effective for commercial airline cost.

At this point, you can:

- [Fill out Per Diem at this Location](#)
- [Add Another Location](#)
- [Edit Location Information](#)
- [Fill out Travel for the last leg](#)

HOME: BELTON, MO

Depart on: 2006/09/10

1. WHITEMAN AFB, MO [Edit](#)

Travel by: None [Edit](#)

Start Date: 2006/09/10

Duty Thru: 2006/09/22

Per Diem: Not Set [Edit](#)

HOME: BELTON, MO

Travel by: None [Edit](#)

Arrive on: 2006/09/22

Previous Next Delete Save Save & Close Save & Route Cancel Changes

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

start | Inbox - Microsoft ... | 2 Internet Explorer | Removable Disk (F:) | IMAUsersGuide2 - ... | 3:25 PM

### 3.3.4.2.1 POV (Advantageous to Government)

Example of traveling by personal automobile - more advantageous to the government.

AROWS-R - Travel :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links

## Travel

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #: <input type="text"/>	Start Date: 2006/09/16
Order Type: <input type="text"/>	Report Date: 2006/09/16 07:30
Status: INITIAL	End Date: 2006/09/28
Grade: E6	Total Days: 13

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

**Travel Options**

\*Mode of Transportation:

**Personal Vehicles**

Miles / Cost	74 / \$32.93
Rated Cost	\$32.93

At this point, you can

- [Fill out Per Diem at this Location](#)
- [Add Another Location](#)
- [Edit Location Information](#)
- [Fill out Travel for the last leg](#)

<b>HOME: BELTON, MO</b>	
Depart on	2006/09/16
<b>1. WHITEMAN AFB, MO</b>	
Travel by	None
Start Date	2006/09/16
Duty Thru	2006/09/28
Per Diem	Not Set
<b>HOME: BELTON, MO</b>	
Travel by	None

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

start | Inbox - Microsoft ... | 2 Internet Explorer | Removable Disk (F:) | IMAUsersGuide2 - ... | 3:29 PM

### 3.3.4.2.2 POV (Not Advantageous to Government)

Example of traveling by personal automobile - not more advantageous to the government.

AROWS-R - Travel :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links

Order Type: AT  
Status: INITIAL

Report Date: 2006/09/16 07:30  
End Date: 2006/09/28  
Total Days: 13

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

**Travel Options**

\* Mode of Transportation: Commercial Airline

\* Departure Airport: [Lookup](#) MCI Kansas City MO USA

\* Arrival Airport: MCI Kansas City MO USA

Award YCA Fare: 350.00

At this point, you can:

- [Fill out Per Diem at this Location](#)
- [Add Another Location](#)
- [Edit Location Information](#)
- [Fill out Travel for the last leg](#)

**HOME: BELTON, MO**

Depart on: 2006/09/16

1. **WHITEMAN AFB, MO** [Edit](#)

Travel by: None [Edit](#)

Start Date: 2006/09/16

Duty Thru: 2006/09/28

Per Diem: Not Set [Edit](#)

**HOME: BELTON, MO**

Travel by: None [Edit](#)

Arrive on: 2006/09/28

Previous Next Delete Save Save & Close Save & Route Cancel Changes

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

start Inbox - Microsoft ... 2 Internet Explorer Removable Disk (F:) IMAUsersGuide2 - ... 3:31 PM

### 3.3.4.2.3 Commercial Air Example

Example of traveling by commercial airline.

AROWS-R - Per Diem :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links >>

[Applications Awaiting Action Inbox](#) >> Application Detail

## Per Diem

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #:   
 Order Type:   
 Status: INITIAL Grade: E6  
 Start Date: 2006/09/16  
 Report Date: 2006/09/16 07:30  
 End Date: 2006/09/28  
 Total Days: 13

Step 3 of 7: Duty Locations and Travel Section: [3. Duty Locations](#)

**Help** is available by clicking on the field labels.  
 Fields marked with a red asterisk (\*) are required.

**Per Diem Location**  
 \* Per Diem Location | [Lookup](#) Not Set

**Rental Car Information**  
 \* Is a rental car required? ☐ Yes ☒ No

**Quarters and Messing**  
 'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if

HOME: BELTON, MO	
Depart on	2006/09/16
1. WHITEMAN AFB, MO <a href="#">Edit</a>	
Travel by	Personal Vehicle <a href="#">Edit</a>
Start Date	2006/09/16
Duty	2006/09/28

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

start | [Inbox - Microsoft ...](#) | [2 Internet Explorer](#) | [Removable Disk \(F:\)](#) | [IMAUsersGuide2 - ...](#) | 3:35 PM

### 3.3.4.3 Step 3 (Duty Locations and Travel (Per Diem Information))

Complete Per Diem Location and Rental Car Information

- Click on “Lookup” located to the right of Per Diem Location
- You will be prompted to select the state of your duty location – drop down menu lists states alphabetically. Select the state.
- You will then be prompted to select the Locality City/County – drop down menu contains alphabetical list. Select the base or city.
- Click on “Select” then information is populated in Per Diem Location
- Answer rental car question. If answer is “YES”, complete rental car justification (Attachment 1 of the Main AROWS-R IMA Users Guide).

AROWS-R - Per Diem :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links

Max Lodging: \$60  
Max Meals: \$36

**Rental Car Information**

\* Is a rental car required? ☐ Yes ☒ No

**Quarters and Messing**

'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

\* Quarters

Quarters are available, but reservations may or may not have been made. If the member stays out in commercial lodging, a non-availability statement will be required with the travel claim.

\* Messing

At this point, you can

[Fill out Travel to this Location](#)  
[Add Another Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

Previous Next Delete Save Save & Close Save & Route Cancel Changes

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

start Inbox - Microsoft ... AROWS-R - Per ... Removable Disk (F:) IMAUsersGuide2 - ... 4:32 PM

on

1. WHITEMAN AFB, MO [Edit](#)

Travel by Personal Vehicle [Edit](#)

Start 2006/09/16

Date

Duty 2006/09/28

Thru

Per Diem WHITEMAN AFB, MISSOURI [Edit](#)

HOME: BELTON, MO

Travel by None [Edit](#)

Arrive on 2006/09/28

### 3.3.4.4 Step 3 (Duty Locations and Travel (Quarters and Messing))

#### Complete Quarters and Messing Information

- Select "Available" in the Quarters block. Government quarters should always be "available" unless your duty location does not have a base lodging facility. If you billeted off base, you must obtain a non-availability letter from the base lodging office in order to be reimbursed.
- Select appropriate Messing Statement.
  - If billeted on base and dining facility is available, select "All Government Meals are Available and Directed".
  - If billeted off base, select "Partial Meals are Available and Directed".
  - If duty location does not have a government dining facility, select "Government Meals not Available or Directed".
- Select "Fill out Travel for the last leg".

### 3.3.4.5 Step 3 (Duty Locations and Travel (Return to HOR))

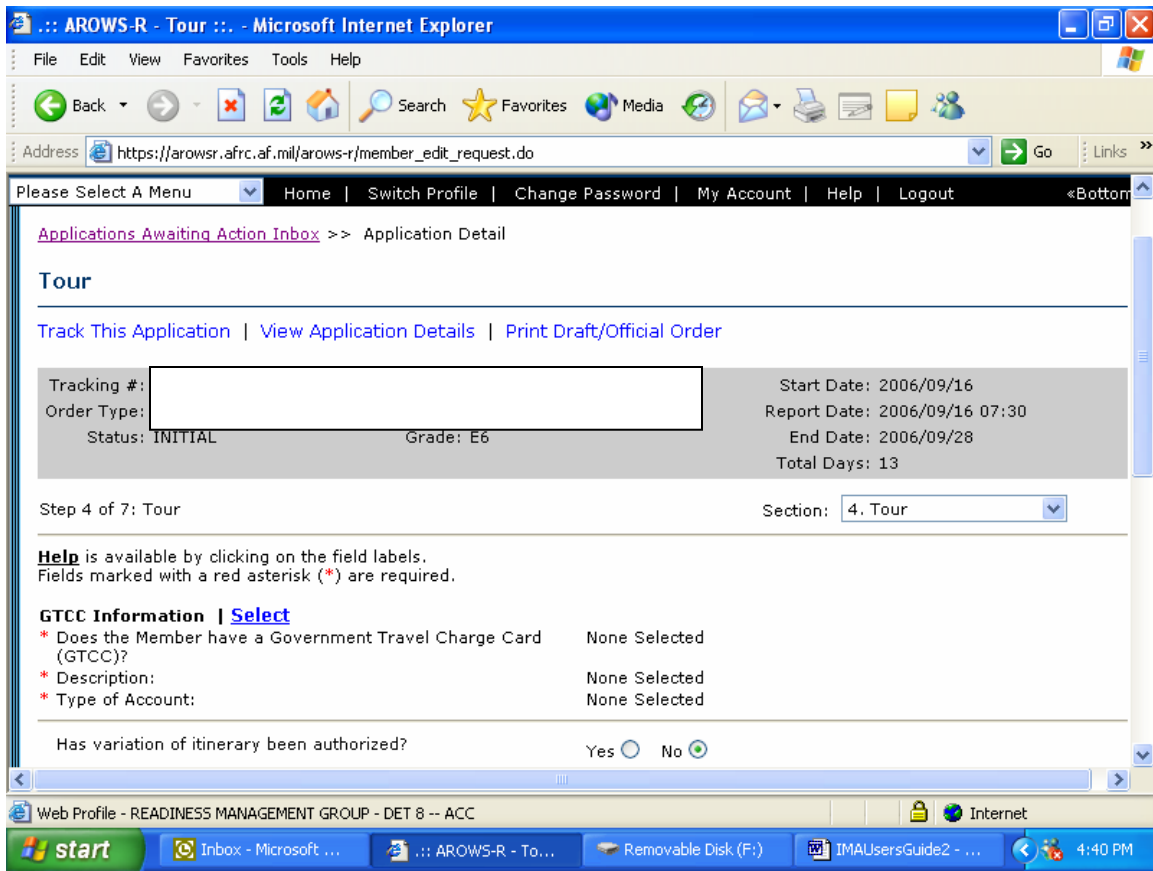
#### Complete Return Travel Options

- Select mode of travel for return to residence, by clicking on drop down menu.
- The most commonly used modes are: "Commercial Airline", "Private Automobile – Adv to Govt", and "Personal Automobile – Not Adv to Govt".
- If traveling by POV and it is more cost effective to drive to duty location, select "Private Automobile – Adv to Govt". You will need to provide justification for this mode of travel.
- If traveling by POV and it is not more cost effective to drive to duty location, then select "Private Automobile – Not Adv to Govt". You will only be paid the amount authorized for an airline ticket.
- If traveling by commercial airline, you will be prompted for departure and arrival airports.
- Click on "Next" button.

Verify availability for Lodging and check Per Diem Rates at:

<https://secureapp2.hqda.pentagon.mil/perdiem/>





### 3.3.5 Step 4 (Tour)

Complete GTCC (Government Travel Charge Card) Information

- Click on “Select” option to the right of GTCC Information
- A sub menu for GTCC date will appear.

AROWS-R - Government Travel Charge Card :: - Microsoft Internet Explorer

**Government Travel Charge Card**

☒ Member does not have a government travel charge card

	Description
<input type="radio"/>	IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
<input checked="" type="radio"/>	HAS APPLIED FOR, BUT NOT RECEIVED CARD. ADVANCE AUTHORIZED.
<input type="radio"/>	IS INELIGIBLE FOR CARD. TO RECEIVE AN ADVANCE, MUST HAVE A LETTER FROM COMMANDER TO AUTHORIZE.
<input type="radio"/>	IS INELIGIBLE FOR CARD. NO ADVANCE AUTHORIZED.
<input type="radio"/>	EXEMPT FROM USE. INFREQUENT TRAVELER (TWO OR LESS TIMES PER YEAR). TO RECEIVE AN ADVANCE, MUST HAVE LETTER FROM COMMANDER.

Type of Account:

[Select](#) [Close](#)

#### 3.3.5.1 Step 4 (Tour (Member Does Not Have A GTCC))

Complete GTCC (Government Travel Charge Card) Information

- AROWS-R assumes you do not have a GTCC. If this is correct, you must indicate reason from Description.
- Another drop down menu will appear to indicate What Type of Account – automatically is Individually Billed Account
- Click on “Select”.
- You will be brought back to the Complete GTCC Information page.

AROWS-R - Government Travel Charge Card :: - Microsoft Internet Explorer

**Government Travel Charge Card**

☐ Member does not have a government travel charge card

	Description
<input type="radio"/>	IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
<input checked="" type="radio"/>	NO ADVANCE AUTHORIZED
<input type="radio"/>	NO ADVANCE AUTHORIZED. CANNOT CHARGE CERTAIN ITEMS
<input type="radio"/>	CIRCUMSTANCES PRECLUDE USE. ADVANCE AUTHORIZED
<input type="radio"/>	NO STATEMENT NEEDED. (NO PER DIEM OR PCS TOUR.)

Type of Account:

[Select](#) [Close](#)

### 3.3.5.2 Step 4 (Tour (Member Does Have A GTCC))

#### Complete GTCC (Government Travel Charge Card) Information Continued

- If you have a GTCC, uncheck the “Member does not have a government travel card” statement and indicate the appropriate Description option.
  - If residence is within commuting distance, select “No Statement Needed (No Per Diem or PCS Tour)”.
  - If residence is within corporate limits, select “In Corporate City Limits Member Does Not Rate Travel Advance”.
  - If residence is outside commuting distance, normally select “No Advance Authorized”.
- Another drop down menu will appear to indicate What Type of Account – automatically is Individually Billed Account
- Click on “Select”

AROWS-R - Tour :: - Microsoft Internet Explorer

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Type of Request:

Has variation of itinerary been authorized? Yes ☐ No ☒

Has dual lodging been authorized? Yes ☐ No ☒

Has in and around mileage been authorized? Yes ☐ No ☒

Has mixed mode of travel been authorized? Yes ☐ No ☒

Has limited long distance phone calls home been authorized? Yes ☐ No ☒

Will the Member be performing duty in a combat zone? Yes ☐ No ☒

Is the Member requesting 150% AEA? Yes ☐ No ☒

Is the Member requesting 300% AEA? Yes ☐ No ☒

Customer Identification Code:

Is the Member taking leave in Conjunction? Yes ☐ No ☒

If excess baggage has been authorized:

Number Of Excess Baggage

Weight Not To Exceed

Total Cost

**Registration Information**

Is there a Registration Fee? Yes ☐ No ☒

Previous Next Delete Save Save & Close Save & Route Cancel Changes

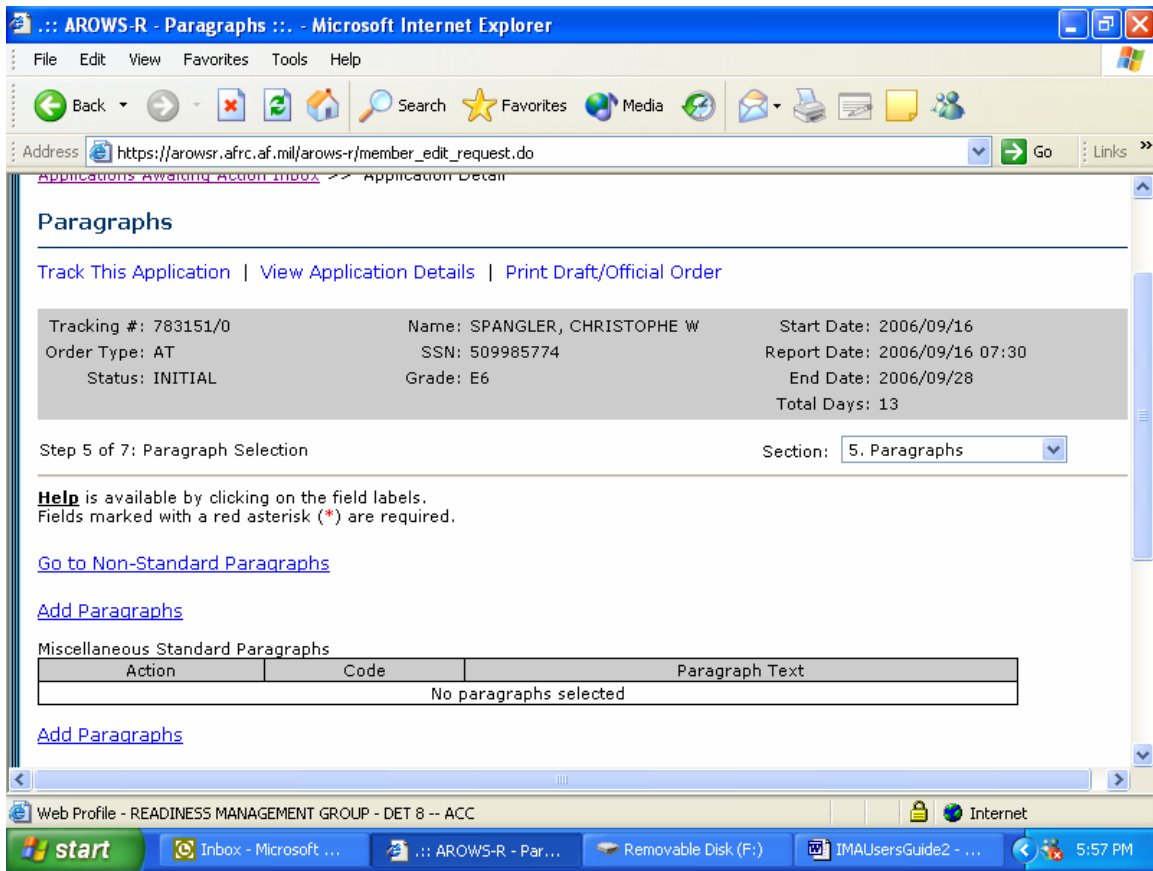
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### 3.3.5.3 Step 4 (Tour (Special Authorizations))

- Questions automatically indicated as “No”. You only need to change to “Yes” if applicable to tour.
- CIC Code is required for overseas travel. Enter “00000000”. Orders specialist will input correct data.
- Click on “Next” button.

**REMEMBER: PERIODICALLY SAVE YOUR DATA BY CLICKING THE SAVE BUTTON AT THE BOTTOM OF THE SCREENS.**



### 3.3.5.4 Step 5 (Paragraphs)

Identify the appropriate paragraphs that apply to this tour.

- Select first “Add Paragraphs” link
- A submenu will appear for you to select applicable paragraphs.
- If mode of transportation is “commercial air”, select paragraph numbered 1086.
- If outside commuting area, select paragraphs numbered “1090” and “1104”.
- Other paragraphs depend upon the duty location, length of tour, and type of tour.
- After indicating applicable paragraphs, click on “Select” at bottom of submenu.
- You will be brought back to the Paragraphs page.

### 3.3.5.5 Step 5 (Paragraph Submenu (Top-half))

Microsoft Internet Explorer window: AROWS-R - Select Paragraphs :: - Microsoft Internet Explorer

Select Paragraphs

<input type="checkbox"/> 1083	ELIGIBLE FAMILY MEMBERS OF RESERVE COMPONENT MEMBERS WHOSE ORDERS SPECIFY A PERIOD OF ACTIVE DUTY OF 31 DAYS OR MORE ARE ELIGIBLE FOR ENROLLMENT IN TRICARE. ENSURE DEPENDENTS ARE ENROLLED IN DEERS TO ESTABLISH ELIGIBILITY FOR MEDICAL BENEFITS COMPLETE INFORMATION IS AVAILABLE AT WWW.TRICARE.OSD.MIL .
<input type="checkbox"/> 1084	FLY-IT-YOURSELF AIRCRAFT IS AUTHORIZED AS MORE ADVANTAGEOUS TO THE GOVT. CONTACT YOUR TMO WHO IS REQUIRED TO ARRANGE FOR THE HIRE OF FLY-IT-YOURSELF AIRCRAFT.
<input type="checkbox"/> 1085	USE OF AERO CLUB AIRCRAFT IS AUTHORIZED.
<input type="checkbox"/> 1086	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS SPACE OR A SCHEDULED CONTRACT FLIGHT IS NOT AVAILABLE IN TIME TO ACCOMPLISH THE PURPOSE OF TRAVEL, OR USE OF CONTRACT SERVICES WOULD REQUIRE THE TRAVELER TO INCUR UNNECESSARY OVERNIGHT LODGING COSTS THAT WOULD INCREASE THE TOTAL COST OF THE TRIP.
<input type="checkbox"/> 1087	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS THE CONTRACTOR CARRIER'S FLIGHT SCHEDULE IS INCONSISTENT WITH EXPLICIT POLICIES OF INDIVIDUAL FEDERAL DEPARTMENTS AND AGENCIES TO SCHEDULE TRAVEL DURING NORMAL WORKING HOURS. (JFTR C1058)
<input type="checkbox"/> 1088	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS A NON-CONTRACT (DOD APPROVED) CARRIER OFFERS A LOWER FARE AVAILABLE TO THE GENERAL PUBLIC, THE USE OF WHICH RESULTS IN A LOWER TOTAL TRIP COST TO THE GOVT, TO INCLUDE THE COMBINED COSTS OF TRANSPORTATION, LODGING, MEALS AND RELATED EXPENSES.
<input type="checkbox"/> 1089	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS RAIL SERVICE IS AVAILABLE AND THAT SERVICE IS COST EFFECTIVE AND CONSISTENT WITH MISSION REQUIREMENTS.
<input type="checkbox"/> 1090	PER DIEM IS BASED ON THE AVAILABILITY OF GOVT QUARTERS AND MESS. FOR TRAVEL TO MILITARY INSTALLATIONS, ADVANCE LODGING RESERVATIONS ARE MANDATORY TO MAXIMIZE THE USE OF GOVT QUARTERS AND FOR MORE EFFICIENT USE OF PER DIEM. CONTACT THE TDY LOCATION'S LODGING OPERATION IMMEDIATELY TO MAKE RESERVATIONS. IF ON-BASE LODGING IS NOT AVAILABLE, THE LODGING OFFICE WILL MAKE RESERVATIONS IN CONTRACT QUARTERS OR PROVIDE NONAVAILABILITY INFORMATION.
<input type="checkbox"/> 1091	LA PERSONA A QUIEN ESTA ORDER PERTENEZCA ESTA AUTORIZADA POR LAS AUTORIDADES MILITARES COMPETENTES DE LOS ESTADOS UNIDOS DE AMERICA PARA ENTRAR O SALIR DE ESPANA EN MISSION OFICIAL VESTIDO DE CIVIL O MILITAR.
	IN ACCORDANCE WITH PARA 5(A) OF ARTICLE XVII OF THE AGREEMENT IN IMPLEMENTATION OF ARTICLE IV OF THE

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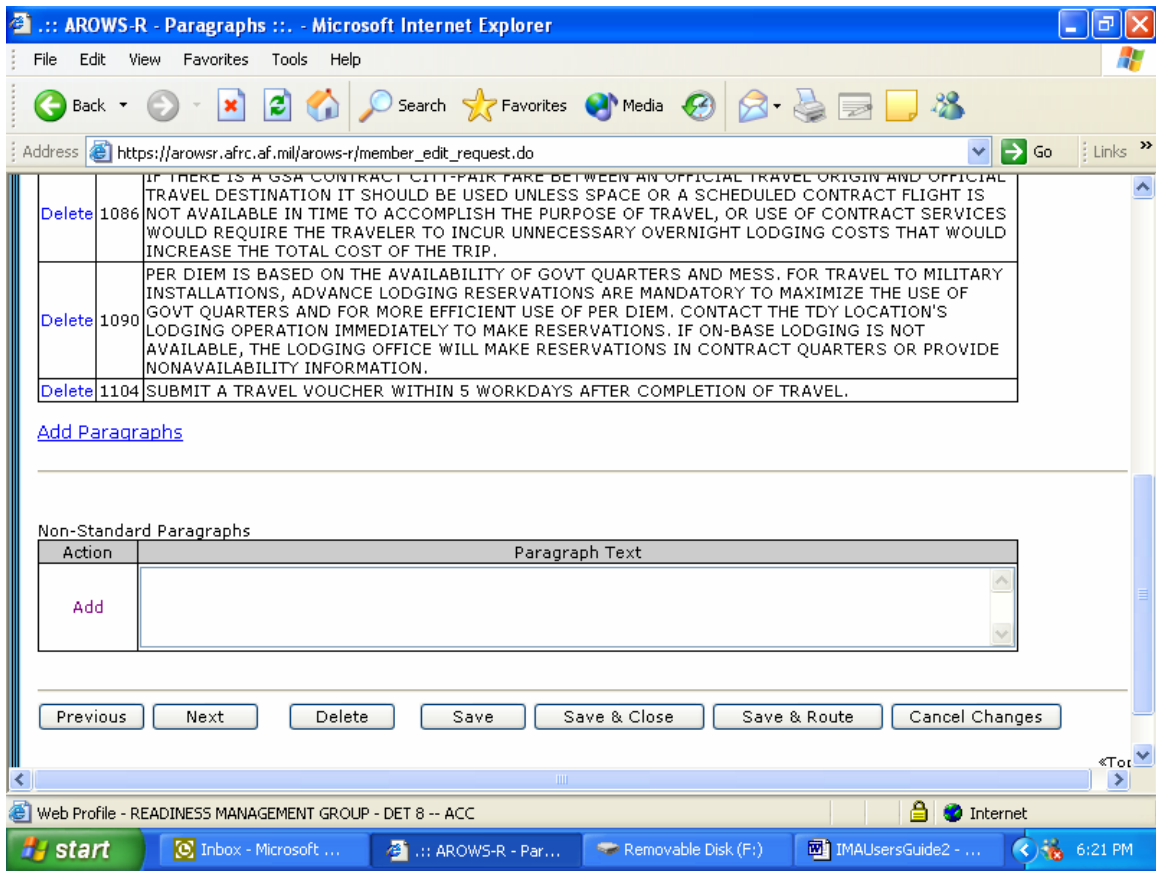
### 3.3.5.6 Step 5 (Paragraph Submenu (Bottom-half))

AROWS-R - Select Paragraphs :: - Microsoft Internet Explorer

	AVAILABLE TO THE GENERAL PUBLIC, THE USE OF WHICH RESULTS IN A LOWER TOTAL TRIP COST TO THE GOVT, TO INCLUDE THE COMBINED COSTS OF TRANSPORTATION, LODGING, MEALS AND RELATED EXPENSES.
<input type="checkbox"/> 1089	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS RAIL SERVICE IS AVAILABLE AND THAT SERVICE IS COST EFFECTIVE AND CONSISTENT WITH MISSION REQUIREMENTS.
<input type="checkbox"/> 1090	PER DIEM IS BASED ON THE AVAILABILITY OF GOVT QUARTERS AND MESS. FOR TRAVEL TO MILITARY INSTALLATIONS, ADVANCE LODGING RESERVATIONS ARE MANDATORY TO MAXIMIZE THE USE OF GOVT QUARTERS AND FOR MORE EFFICIENT USE OF PER DIEM. CONTACT THE TDY LOCATION'S LODGING OPERATION IMMEDIATELY TO MAKE RESERVATIONS. IF ON-BASE LODGING IS NOT AVAILABLE, THE LODGING OFFICE WILL MAKE RESERVATIONS IN CONTRACT QUARTERS OR PROVIDE NONAVAILABILITY INFORMATION.
<input type="checkbox"/> 1091	LA PERSONA A QUIEN ESTA ORDER PERTENEZCA ESTA AUTORIZADA POR LAS AUTORIDADES MILITARES COMPETENTES DE LOS ESTADOS UNIDOS DE AMERICA PARA ENTRAR O SALIR DE ESPANA EN MISSION OFICIAL VESTIDO DE CIVIL O MILITAR.
<input type="checkbox"/> 1092	IN ACCORDANCE WITH PARA 5(A) OF ARTICLE XVII OF THE AGREEMENT IN IMPLEMENTATION OF ARTICLE IV OF THE PANAMA CANAL TREATY OF 1977, THE ABOVE NAMED INDIVIDUAL, MEMBER OF THE FORCES, IS EXEMPT FROM CUSTOMS INSPECTION UPON ENTERING OR DEPARTING FOR THE REPUBLIC OF PANAMA WHEN TRAVELING ON OFFICIAL ORDERS.
<input type="checkbox"/> 1093	DE CONFORMIDAD CON EL PARRAFO 5(A) DEL ARTICULO XVII DE; ACUERDO PARA LA EJECUCION DEL ARTICULO IV DEL TRATADO DEL CANAL DE PANAMA DE 1977, EL INDIVIDUO CUYO NONBRES(S) APARACE ARRIBA, MIEMBRO DE LAS FUERZAS, ESTA EXTENTO DE LA INSPECCION DE ADUANA AL ENTRAR OR SALIR DE LA REPUBLICA DE PANAMA CUANDO VIAJA BAJO ORDENES OFICIALES.
<input type="checkbox"/> 1094	ACCRUED ANNUAL LEAVE IS HIGHLY ENCOURAGED TO BE TAKEN DURING THESE ORDERS.
<input type="checkbox"/> 1095	WILL PROCEED AS MANY TIMES AS NECESSARY TO HOME.
<input type="checkbox"/> 1104	SUBMIT A TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.
<input type="checkbox"/> 1105	MEMBER WILL INCUR A RESERVE SERVICE COMMITMENT (RSC) ASSOCIATED WITH THIS ORDER PER AFRCI 36-2102, TABLE 1.1 OR 1.2.
<input type="checkbox"/> 1013	MEMBER PERFORMING AN ACTIVE DUTY TOUR IN A NON-PAY MILITARY STATUS. PAY AND ALLOWANCES ARE NOT AUTHORIZED; PER DIEM AND TRAVEL MAY BE AUTHORIZED.

[Select](#) [Close](#)

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### 3.3.5.7 Step 5 (Paragraphs (Completed)).

- If there are "Non-Standard Paragraphs", click "Next" to continue to Step 6, Justification.
- If there are "Non-Standard Paragraphs", you will have to manually type in the data.



AROWS-R - Justification :: - Microsoft Internet Explorer

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General Comments/Justifications	RCPHA 15 May 05; Dental 15 May 05
Justification for Hard Holds	
Justification for Waivers	

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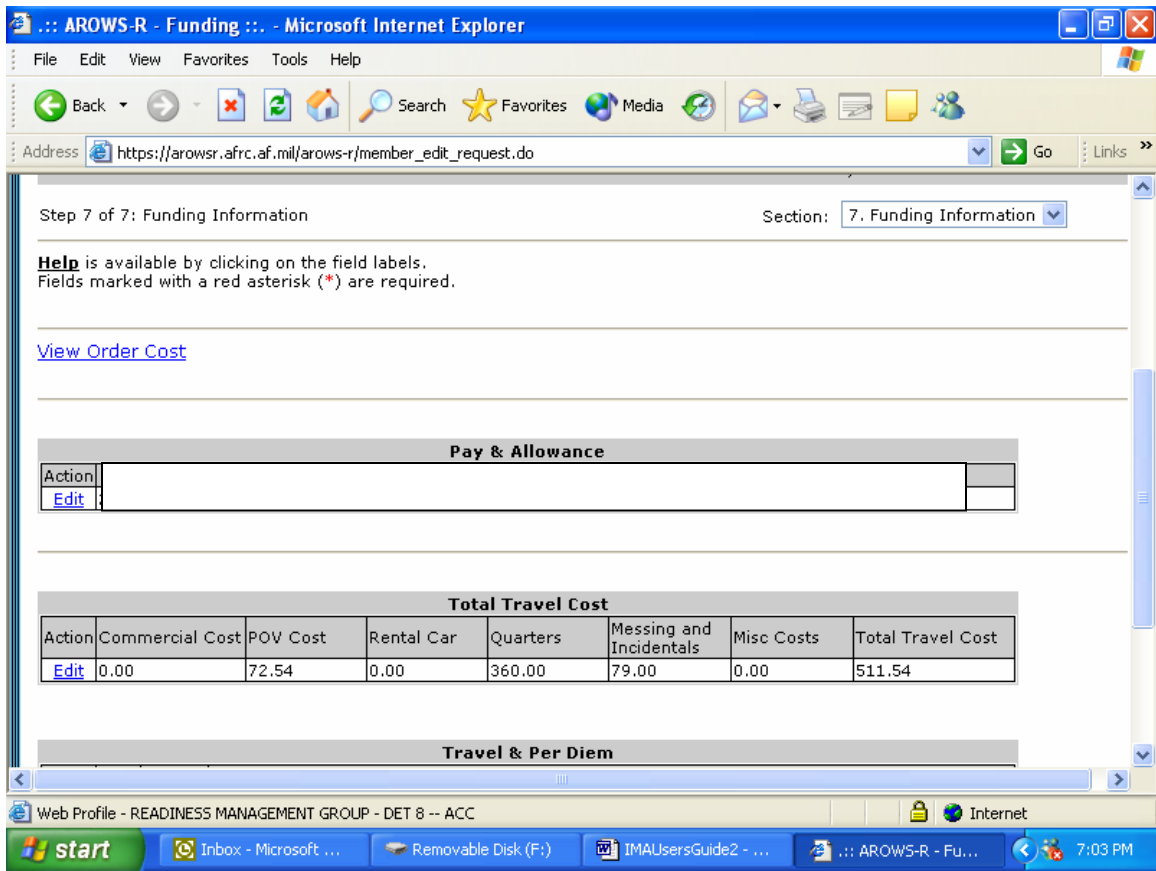
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### 3.3.6 Step 6 (Justification)

- Indicate last RCPHA and Dental Date
- Mandatory comments also required if Hard Hold condition is identified, VOCO order, or "Yes" answered to any question in Tour (dual lodging, phone calls, etc)
- Select "Next" at bottom of screen to proceed to Step 7, Funding Information



### 3.3.7 Step 7 (Funding Information (Pay & Allowances))

- Click on "Edit" under Action column of Pay & Allowances
- Appropriation Lookup submenu will appear
- Select appropriate fund cite based upon Funding Description
  - If wrong fund cite is selected, Orders Specialist will correct
- Fund cite will populate in Pay & Allowances and return you to Funding Information screen

AROWS-R - Funding :: - Microsoft Internet Explorer

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[View Order Cost](#)

---

Pay & Allowance			
Action	FY	Fund Citation	
<a href="#">Edit</a>	200		

---

Total Travel Cost							
Action	Commercial Cost	POV Cost	Rental Car	Quarters	Messing and Incidentals	Misc Costs	Total Travel Cost
<a href="#">Edit</a>	0.00	72.54	0.00	360.00	79.00	0.00	511.54

---

Travel & Per Diem			
Action	FY	Other Funding	Fund Citation
<a href="#">Edit</a>	2006	<input type="checkbox"/>	None Selected

Previous Delete Save Save & Close Save & Route Cancel Changes

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### 3.3.7.1 Step 7 (Funding Information (Travel & Per Diem))

- Click on "Edit" under Action column of Travel & Per Diem
- Appropriation Lookup submenu will appear
- Select appropriate fund cite based upon Funding Description
  - If wrong fund cite is selected, Orders Specialist will correct
- Fund cite will populate in Travel & Per Diem and return you to Funding Information screen

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**Pay & Allowance**

Action	FY	Fund Citation
<a href="#">Edit</a>	2006	

---

**Total Travel Cost**

Action	Commercial Cost	POV Cost	Rental Car	Quarters	Messing and Incidentals	Misc Costs	Total Travel Cost
<a href="#">Edit</a>	0.00	72.54	0.00	360.00	79.00	0.00	511.54

---

**Travel & Per Diem**

Action	FY	Other Funding	Fund Citation
<a href="#">Edit</a>	2006	<input type="checkbox"/>	

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[Previous](#)
[Delete](#)
[Save](#)
[Save & Close](#)
[Save & Route](#)
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### 3.3.8 Save & Route Orders

- You have now completed an Annual Tour orders request and must route request forward
- Select "Save & Route" and follow screen instructions on next page
- If any there is any missing data, you will receive a warning message detailing what to correct. Once corrected, you can "Save & Route". If you cannot correct an error message, contact the Help Desk (phone numbers provided in the Contacts Section).
- If you select "Save & Close", your orders request will not be forwarded for approval

AROWS-R - Confirm Action :: - Microsoft Internet Explorer

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[Applications Awaiting Action Inbox](#) >> Application Detail

### Confirm Action

---

**Order Information**

Tracking Number	<input type="text"/>
Status	INITIAL
Full Name	<input type="text"/>
SSN	<input type="text"/>
Start Date	
End Date	2006/09/28
Total Days	13

---

Your request will be routed as shown:

Routed To	Action Type
OS - Applications Awaiting Action	R

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### 3.3.8.1 Route Application Forward

- After selecting "Save & Route" this is the next screen you will see
- Select "Route Application Forward" which will route your request
- If you select "Return to Application" your orders will not be forwarded and no action will be taken on your request. Request will remain in your "Orders Awaiting Action" box until you select "Route Application Forward".